

Attachment A

**Newton Public Schools
Unit E Technical Staff Formal Evaluation Form (All Groups)**

Name:	Position:
Date of Hire:	Department:

E = Excellent S = Satisfactory NI = Needs Improvement U = Unsatisfactory

General Criteria	E	S	NI	U
Punctual				
Meets deadlines				
Well-organized				
Professional				
Collegial				
Explanation if NI or U				

Job Specific Criteria	E	S	NI	U
Knowledgeable of job specific information.				
Is able to solve problems in a timely and effective manner				
Understands well the needs of clients and the organization.				
Provides services in a professional and supportive manner.				
Manages time and materials effectively.				
Maintains records				

Rating:

Excellent: <input type="checkbox"/>	Satisfactory: <input type="checkbox"/>	Needs Improvement: <input type="checkbox"/>	Unsatisfactory: <input type="checkbox"/>
--	---	--	---

Any additional comments: (Explanation of overall rating should include an Action Plan if overall ranking below Satisfactory.)

If overall ranking below Satisfactory, re-evaluation in:	3 months	6 months
--	----------	----------

Signature of Evaluator and Date:	<input type="text"/>
----------------------------------	----------------------

I have reviewed this report and I have been given the opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with the report.

Signature of Unit E Member & Date:	<input type="text"/>
------------------------------------	----------------------

Explanation if NI or U